

106 Essentials Course: Denver, CO

“The Section 106 Essentials” course will be held on Tuesday and Wednesday, July 12-13, 2016

Important note: Classes are filled on a first come/first served basis of registrations received with payment at the Advisory Council on Historic Preservation (ACHP). You must be confirmed by the ACHP to be admitted to class.

Registration: Payment may be made by on-line credit card registration or by check or SF 182. Go to: <http://www.achp.gov/106essentials.html> to register.

Course Location and Accommodations: The course is being held at the **History Colorado Center**, 1200 Broadway, Denver, CO, 80203 (<http://www.historycolorado.org/>)

A block of rooms has been secured at the **Magnolia Hotel**, 818 17th Street Denver, CO (<http://www.magnoliahotels.com/denver/magnolia-hotel-denver.php>) for attendees for Monday and Tuesday, July 11-13, at the government rate of \$172 for a single occupancy plus applicable state and local taxes. It is recommended that you make your reservations early, as the rooms may sell out. **Reservations must be made by May 30.** Reservations made after that date will be accepted on a space available basis at whatever rate is available at the time of the reservation. To reserve your room, call 1-888-915-1110 and state that you are with the Advisory Council on Historic Preservation or on-line at: <https://aws.passkey.com/event/14009914/owner/4732/home>.

The hotel is .9 mile and a 5 minute drive from the History Colorado Center.

Directions to the hotel: <http://www.magnoliahotels.com/denver/hotel-location.php>

Directions to the History Colorado Center: <http://historycoloradocenter.org/plan/getting-here/>

Registration: Registration will be located outside the conference room on Tuesday at 8:00 a.m. Plan to stop by the registration desk to check in and to pick up your course notebook and other course materials.

Schedule: *The 106 Essentials* runs from 8:30 a.m. to approximately 4:30 p.m. Short breaks will be given in the morning and afternoon with a longer break for lunch.

Meals: Light morning fare and an afternoon snack are provided. The cost of this food is included in your registration fee. All other meals are on your own.

Attire for Training Course: Attire for the course is casual. Also, please keep in mind that hotel meeting rooms tend to be cool, so plan to bring a sweater or jacket.

Cancellations: Registrants who cancel at least 14 days prior to the start of the course will receive a full refund minus a 15% processing fee. No refunds will be given for cancellations made fewer than 14 days before the start of the course; however, substitutions may be made at no cost up until three days before the course begins. All cancellations must be made in writing.

Questions: If you have any questions about logistics or the course, please contact Cindy Bienvenue at cbienvenue@achp.gov or 202-517-0202.

We have a great training course planned for you and look forward to seeing you there!